

MISSING STUDENT POLICY

If a member of the campus community has reason to believe that a student is missing, he or she should immediately notify the Department of Campus Safety and Police (Campus Safety) at (484) 664-3110. There is no waiting period for reporting a missing person. Campus Safety will generate a missing person report and initiate an investigation. All students may register a confidential contact person to be notified by Muhlenberg College within 24 hours if the Campus Safety makes a determination of the student being missing or in the event the College is notified by another law enforcement agency of the missing student. A student who wishes to identify a confidential contact can do so using the link below:

https://cm.maxient.com/reportingform.php?MuhlenbergColl&layout_id=7

A student's confidential contact information will be accessible only by authorized campus officials and disclosed to law enforcement in furtherance of a missing person investigation.

For students in on-campus housing:

After investigating the missing person report, should the Campus Safety determine that the student is missing and has been missing for more than 24-hours, Campus Safety will notify the Allentown Police Department. The Dean of Students or their designee will notify the student's emergency contact no later than 24-hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Muhlenberg College will notify the student's parent or legal guardian immediately after Campus Safety has determined that the student has been missing for more than 24-hours in addition to notifying, no later than 24 hours after the determination that the individual is missing, any additional contact person designated by the student. Notification to the contact person(s) and/or parents will be made by the Dean of Students or their designee. Students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Muhlenberg College in the event the student is determined to be missing for more than 24-hours. If a student has identified such an individual, Muhlenberg College will notify that individual no later than 24-hours after the student is determined to be missing.

For students in off-campus housing:

Reports of students missing from off-campus residences will be referred to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if a local residence cannot be determined. Campus Safety will assist the agency of jurisdiction as requested by that agency.

Contact: Dean of Students Office, 484-664-3182